

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION: Attorney I	WORKING TITLE: <i>Attorney</i>
NAME OF INCUMBENT:	POSITION NUMBER: 280-303-5778-XXX
SECTION/UNIT: <i>Click here to enter text.</i>	SUPERVISOR'S NAME: Carole Vigne & Deanna Asuncion
DIVISION: Legal Office	SUPERVISOR'S CLASSIFICATION: General Counsel & Assistant Chief Counsel
BRANCH: Directorate	REVISION DATE: 2/1/2021
<b>Duties Based on:</b> <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations  <input type="checkbox"/> Requires DMV Pull Notice  <input type="checkbox"/> Travel May be Required         </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment  <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>	
Description of Position Requirements ( <i>e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i> ):	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement (Briefly describe the position's organizational setting and major functions): Under the general supervision of the General Counsel and the Assistant Chief Counsels, performs legal work in all areas of responsibility of the Legal Office, with a focus on providing counsel and advice to the Unemployment Insurance Branch. As the incumbent progresses through the ranges, they will be assigned progressively more difficult legal work.	
Percentage of Duties	Essential Functions
35%	Conduct research and provide advice on legal issues and questions involving the Unemployment Insurance Branch and its administration of Unemployment Insurance benefits, including federal pandemic unemployment benefit programs. Interpret state and federal statutes and regulations relevant to the Unemployment Insurance program and advise the Unemployment Insurance Branch on how such statutes and regulations will affect operations and policy, including issues concerning the implementation of federal legislation, federal conformity, and limited English proficient claimants, disabled claimants, veterans and misclassified workers.
25%	Participate in discussions of policy options and operational issues regarding the Unemployment Insurance Branch. Participate in inter and intra-departmental workgroups involving Unemployment Insurance issues and operations, including legislation, regulations and benefit requirements.

20%	Participate in responding to pre-litigation demands and administrative charges involving unemployment insurance benefits. Provide assistance to the Attorney General's Office in the conduct of court cases involving unemployment insurance benefits.
15%	Review and draft legal documents in connection with the Unemployment Insurance Branch including, but not limited to contracts, forms, and Public Record Act responses. Review draft correspondence and documents prepared by the Unemployment Insurance Branch.
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
5%	<i>Other duties as assigned.</i>

**4. WORK ENVIRONMENT** (Choose all that apply)

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	

**Type of environment:**

☒ High Rise    ☐ Cubicle    ☐ Warehouse    ☐ Outdoors    ☒ Other: Possible telework

**Interaction with customers:**

☐ Required to work in the lobby    ☐ Required to work at a public counter  
☒ Required to assist customers on the phone    ☒ Required to assist customers in person    ☐ Other:

**5. SUPERVISION**

Supervision Exercised:

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

**Civil Service Classification**  
Attorney I

**Position Number**  
280-303-5778-XXX

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
<input type="checkbox"/> Exceptional allocation, 625 on file.	AEL	2/19/2021

**Reasonable Accommodation Unit use ONLY** (*completed after appointment, if needed*)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file